

This Notice Expires 1 April 1974

25X1A

SECURITY

[Redacted]

TELEPHONE ANSWERING PROCEDURES

Effective immediately, all telephone calls to and within the Agency will be received by name rather than number. Calls to 351-1100, which is the Agency's number in public telephone directories, will be answered as "Central Intelligence Agency." Cover conditions permitting, calls to all other numbers within [Redacted] will be answered in the name of the supervisor of the office receiving the call or with the organizational title of the office. For example, an office in which Mr. Smith is staff chief would receive its calls as "Mr. Smith's office," or as "Plans Staff, Office of the DD/M&S."

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[Redacted]
HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

DISTRIBUTION: ALL EMPLOYEES

[Redacted]

25X1

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

GUIDELINES

1. The choice of a name or component designation for use in answering 351 exchange telephone numbers will be governed by the following cover security considerations:

a. If the component supervisor is under cover his name will not be used.

b. If the component designation is too revealing or susceptible to undesirable interpretation by non-Agency personnel it will be changed, if practicable, in conjunction with implementation of the telephone answering procedures. Such changes will be approved by the Deputy Director or Head of Independent Office concerned or his designee.

2. All personnel answering telephones must be continually alert to calls initiated for provocation or elicitation purposes and be prepared to respond accordingly.

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3. When using [redacted] internally, personnel placing calls will identify themselves by name and component designation.

[redacted]
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Temporary Change in UBLIC Retirement Coverage

At the call of the Chairman, an emergency meeting of the GEHA Board of Directors was held on 19 March 1973. The specific purpose of the meeting was to discuss eligibility requirements for carrying UBLIC insurance into retirement.

Recognizing that there is a number of Agency employees who will soon be separated as surplus and recognizing further that most, if not all, of these employees may not have had sufficient time to plan their insurance needs accordingly, the Board of Directors approved a temporary suspension of the present ten-year requirement in order to carry UBLIC into retirement.

Under the existing requirement, a retiring employee could carry the UBLIC insurance if retirement occurred prior to age 60 only if he had had UBLIC for ten years prior to retirement. The change in this requirement, which has been approved by the Board, and the conditions covering the change are:

1. The revision applies only to those employees who were on the UBLIC rolls of insurance on 1 January 1973.
2. All employees who retire after 1 January 1973 who meet the limitation in 1. above will be eligible to continue their present level of UBLIC coverage without regard to the ten-year requirement. This time will count toward meeting the ten-year requirement. At age 60 if the employee has by that time held the UBLIC insurance for the necessary ten years, he will be granted the free insurance coverage. If at age 60 the retiring employee does not have ten years of coverage, he will not be eligible for free UBLIC insurance.

The change discussed above is temporary and will terminate on 30 June 1974.

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| UNCLASSIFIED | CONFIDENTIAL | SECRET |
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OFFICIAL ROUTING SLIP

| TO | NAME AND ADDRESS | DATE | INITIALS |
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| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| ACTION | DIRECT REPLY | PREPARE REPLY | |
| APPROVAL | DISPATCH | RECOMMENDATION | |
| COMMENT | FILE | RETURN | |
| CONCURRENCE | INFORMATION | SIGNATURE | |

Remarks:

Charlie,

BY HAND

Here is the listing that I discussed with you on the telephone. Not all the sub-elements of divisions and staffs are necessarily sensitive but where they are included in a grouping of sensitive designations, they will have to be looked at.



EWI

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

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| | | |
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| C/CCS | | 23 MAR 1973 |
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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

| FROM: | | EXTENSION | NO. |
|--|---|-----------|-----------|
| | | DATE | |
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STATINTL

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

EYES ONLY